

Rules of the Examination Room

Before commencing an examination every mariner is required to sign and date a copy of the Rules of the Examination Room. The examiner at the REC will provide this document and answer any questions prior to testing.

1. The normal work hours for this REC are ____ to _____. The exam room will be opened from ____ to _____.
2. Handbags, briefcases, pagers, cellular phones, books, notes, etc. are not allowed in the Exam Room. The applicant is to provide their own plotting equipment. Programmable calculators are not allowed in the exam room. During the examination, the applicant may not refer to any material other than that specifically authorized by the United States Coast Guard.
3. Any applicant engaged in any form of cheating during the exam, such as, referring to concealed notes, communicating with or copying work from other applicants, removing written material from the exam room, or any other dishonest practice, will be dismissed from the exam room and will be considered to have failed the entire exam. A re-exam will not be permitted for six months. Those applicants already holding a Merchant Mariner's Document or Coast Guard endorsement may be summoned to appear before an Administrative Law Judge where their endorsement may be suspended, or revoked, or other penalties assessed.
4. Applicants are not permitted to leave the exam room before a module is completed. Head (restroom) calls are not normally permitted. However, if required, the applicant shall be escorted to insure that no attempt is made to access additional information related to the exam. See Item #3. Upon completion of a module, all reference publications must be returned to their proper location in the exam room. The answer sheet and scratch paper is to be placed inside of the front cover of the booklet and given to the Examiner.
5. Eating and drinking is not permitted in the exam room.
6. Administration of modules is in the order chosen by the applicant at the time the appointment to test was made or before the first module is administered. If no order was chosen, then the administration of the modules will be made in the order listed in the ESS. An applicant may attempt as many modules as can be completed within the normal working hours of the examination room, provided a minimum of two modules are completed per day, with 3½ hours allowed for each module. All modules must be completed on consecutive days within the same week.

7. Once a module has been started, the applicant is obligated to complete it. If an answer sheet is submitted with unanswered questions, these questions will be considered to have been answered incorrectly, which may result in a failing score.

8. Do not write or mark in the test booklets or any reference material. If the applicant notices any marks in a test booklet or in any reference material, please notify the Examiner.

9. The applicant must darken the appropriate spaces for their social security number, module number and test number at the top of the answer sheet form (CG-5164). The Examiner WILL NOT ACCEPT for grading, any answer sheet whose information block at the top of the form is incomplete.

10. If the applicant feels a question is faulty, unclear, or has no correct answer indicated, they should choose the best answer, mark the answer sheet accordingly, and complete a COMMENTCHALLENGE SHEET provided by the Examiner. Explain as clearly as possible the specific concern or objection to the question. If the applicant feels there is a better answer, he/she must show how they arrived at their answer including all computations for navigation and other mathematical problems. An answer must be indicated on the answer sheet. Once the applicant has reviewed the answer sheet and leaves the exam room for ANY REASON before submitting their challenge, the challenge will not be accepted.

11. The Examiner is always available to assist the applicant. However, the Examiner cannot discuss question content with the applicant. See Item 10.

I have read and understand the rules as stated above. I also understand that I MUST complete the entire exam, including retests if required, WITHIN 90 DAYS of the beginning of the exam cycle, and WITHIN THE ONE YEAR approval period of the application.

SIGNATURE: _____ DATE: _____